

**HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS**  
**DECEMBER 7, 2006**

The Hamilton County Board of Aviation Commissioners met on Thursday, December 7, 2006 in the Commissioners Courtroom in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. A quorum was present of Tom Kapostasy, Don Silvey and Ted Moran. Tim Tolson and Art Johnson were absent.

**Work Session**

The Aviation Commissioners met at 6:00 p.m. in Conference Room 1A for a work session.

**T-Hangers**

Discussion was held on Taft selling condominium shares on the T-hangers. Consensus of the Board was to not allow it to happen.

**Capital Improvement Plan**

Chris Snyder, Woolpert, reviewed a draft of the Capital Improvement Plan (CIP).

2007 Projects

1. Airport Master Plan
2. RPZ Obstruction Removal and Replacement of 100LL Fuel System
3. Acquire Existing Airport Land
4. Acquire Approach Protection Right of Way North of S.R. 32

2008 Projects

5. Environmental Assessment for Runway 36 End Extension
6. Extend Existing Aircraft Apron to the North and South (Phase 1)
7. Extend Existing Aircraft Apron to the North and South (Phase 2)

2009 Projects

8. Runway Extension Project (Phase 1)
9. Extend Existing Aircraft Apron to the South (Phase 1)
10. Acquire Approximately 39 Acres of Land South
11. Corporate Taxiway System

2010 Projects

12. Extend Runway 36 End (Phase 2)
13. Extend Taxiway to Runway 36 End (Phase 3)
14. Construct MALSR (Medium-Intensity Approach Lighting System With Runway Alignment Indicator
15. Reconstruct Runway 18-36 (Phase 1)

2011 Projects

16. Reconstruct Runway 18-36 (Phase 2)
17. Replace Airport ILS Equipment

The total 5-year plan is estimated at \$23 million with local funding estimated at \$2 million.

Discretionary funding will be light to none in 2007.

Snyder will present the final CIP document at the January 11, 2007 meeting.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

**Public Session**

President Kapostasy called the public session to order at 6:43 p.m. in the Commissioners Courtroom. Secretary Rauch took Roll Call and declared a quorum present of Tom Kapostasy, Don Silvey and Ted Moran. Tim Tolson and Art Johnson were absent.

**Approval of Minutes**

Silvey motioned to approve the minutes of November 2, 2006. Moran seconded. Motion carried unanimously.

**President's Report**

Boone County Plan Commission

Kapostasy stated he attended the meeting of the Boone County Plan Commission and testified in opposition of the proposed residential development on the Caito property. Several neighbors testified against it and several neighbors testified in support of it. The plan commission recommended 5-0 against the proposal. Their main concern was the R-3 density of the development. They were also concerned with the traffic.

**Committee Reports**

Community and Public Relations

Warren White, Willow Marketing, stated they have initiated a study to determine how best to serve Indianapolis Executive Airport. The objective is to increase the number of business aircraft utilizing the airport. Two target audiences have been identified – any business aircraft that is currently based in the Indianapolis metropolitan area that is currently not using IEA (Indianapolis Executive Airport) and any business aircraft that is flying in to or out of Indianapolis in their business. They have spoken with a number of people in these two groups and they have identified advantages and disadvantages of IEA.

Advantages are:

- 5,500' runway, which opens up the market.
- The ILS system is a basic entry that the airport must have.
- The fuel prices - by gathering the fuel prices of other airports it enable IEA to show the price savings to its customers.
- The FBO with its services, level of care it provides and the awning.

Disadvantages are:

- There is no control tower.
- There is a perception that in bad weather you might be delayed coming in or out of the airport because preferential treatment would be given to Indianapolis International Airport traffic.

Three strategies have been identified that they would like to pursue:

Targeted direct mail

Trade shows

Direct sales, have someone on staff to directly pursue the target audiences.

Silvey asked what their next step is? White stated they will continue speaking with targeted audiences and reviewing trade shows to identify if they are cost effective.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

Site Development

Moran stated he has attended the Fishers Chamber of Commerce orientation, annual meeting and was presented with a membership plaque. Moran has also attended four Fishers Chamber After Hours meetings and three Westfield Chamber After Hours meetings and the annual Westfield Chamber of Commerce meeting and the Carmel-Westfield Business Connect meeting.

Moran has also worked with Tom Kapostasy on the Caito housing project and is currently working on a letter of agreement with the area fire departments (Sheridan, Westfield and Zionsville). It is important that we have a letter of agreement with these fire stations. They have all been receptive and may consider locating on the property. Westfield and Union Township seem very interested. We will need a building and then we will have to man it. Moran cautioned that we don't take a volunteer fire department we would want it manned 24 hours.

Moran stated they held a meeting at Montgomery Aviation with the pilots based at IEA. 35 pilots attended and we received many positive comments and a few suggestions, nothing of which needs immediate attention.

**Indianapolis Executive Airport**

Andie Montgomery stated she meets with the Zionsville, Westfield and Carmel fire departments every year. Carmel and Zionsville have a book that lists different type of aircraft, the amount of fuel they carry and the amount of passengers they carry. We are due to meet with them in January. They meet with the FBI, FAA, TSA, Homeland Security and all of the local law enforcement and fire departments so they can review our security procedures. The fire departments have keys so they can bypass the gates. According to the Zionsville Fire Department their keys had to be turned over to Worth Township because we are no longer in their jurisdiction. If there is a fire and Worth does not respond, Zionsville fire department will respond. We have also offered to them to host fire exercises at the airport. Moran asked if we have a letter of agreement with these people? Montgomery stated we have an understanding. Moran asked if it is in writing as to who will be responsible, who will be in command? Montgomery stated the primary has to be the fire district that is responsible for that area and at the moment it is Worth. Silvey asked if Worth has the basic Interlocal agreement with Westfield, Carmel and Zionsville? Montgomery stated yes, and Sheridan. Silvey stated it is done with their normal operating agreement for Interlocal agencies, we are just one of their customers. Moran asked if they are a 24 hour operation? Montgomery stated yes, Westfield and Zionsville.

Security Cameras

A. Montgomery stated the security cameras are up and can be monitored at the airport. They are not available online yet.

4<sup>th</sup> Quarter Payment

The 4<sup>th</sup> Quarter payment has been given to Kim Rauch. Farm income this year was \$13,000 which was \$18,000 below expectations. This was due to the reduced area that is farmed and the damage that occurred during construction projects. Kapostasy asked what is the term of the farm lease? A. Montgomery stated five years, we are in year three. Kapostasy asked what was the amount of farm income last year? A. Montgomery stated she will get that information to him. They say they are only farming 210 acres. Kapostasy asked why? Dan Montgomery stated part of it was from swapping the 20

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

acres of woods and the construction for the drainage. Kapostasy asked if this is a one year interruption or permanent? D. Montgomery stated it is one year. He will have him farm more of that next year. Kapostasy asked if we have a way of recouping the damages? D. Montgomery stated it was due to flooding and construction. Kapostasy stated he would think the airport insurance or construction insurance would cover that loss. A. Montgomery stated they do not have builders risk insurance on the airport. Mike Howard stated it is our drainage that has stripped the top soil that has made the farm land unfertile as part of our construction activities. Howard stated he has asked Dan Montgomery to look and see what the damage was. The woods area is not farmable and you will probably have reduced production for several years. Kapostasy stated the full amount seems excessive and some where there should be a place to put some pressure to recoup this. Chris Snyder stated the only clause we have is when we specifically indicated to the contractor the area he should stay out of and he extended the construction limit further. It is about 12' -18' wide. There is a way to recoup that but most of the land was intended for the project. There was a requirement in the project to put 4" of top soil on top of the existing soil that was disturbed. D. Montgomery stated we will gain some acreage back. Kapostasy stated it is important that the Bailey's understand that their arbitrary decisions of what to do and not to do is not looked upon well by the Board. In this situation we will continue to do what we should do, including additional actions. They should not look at their lease as an iron clad guarantee. They have broken their lease in several places along the way. If we get a \$7,500 arbitrary surprise in the future, he is not sure in good confidence we could continue our side of the land lease. The manner in which they have approached this is inappropriate for a partner in a long term relationship. Howard confirmed that 2007 is their fourth year of the five year lease. Howard recommended this conversation should happen in the Spring, not in the Fall.

Brochure

A. Montgomery stated Tailored Tactics have completely redesigned the brochure. They have seen a preliminary copy of it and it looks fine. Montgomery is waiting for an answer as to how many brochures will be printed for the \$8,000.

Sign

A. Montgomery stated the sign for the south end fence has been ordered. It is 20' long and will cost approximately \$350.00. Montgomery's will pay for the sign.

Westfield/Washington Chamber of Commerce

A. Montgomery stated she attended the Westfield/Washington Chamber of Commerce ED lunch. INDOT presented a briefing on the US 31 Corridor development. She acquired about additional signage for the airport and was advised to have the board make a formal request as the reconstruction occurs. The current airport sign will be removed when the construction begins in that area.

Children's Group

A. Montgomery stated they are currently meeting with a statewide children's group to partner with the airport for a birthday celebration in the Spring.

Website

A. Montgomery has spoken with SpinWeb regarding the press release section of the web site. He is going to arrange an area on the web site. His cost is \$125. She is working on being able to upload press releases so there will be no charge.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

100 Based Aircraft

A. Montgomery stated they expect to have 100 based aircraft at IEA in the Spring of 2007.

Moran asked if we are doing any advertising for hanger rental in the local newspapers?

A. Montgomery stated they do not advertise in local newspapers, it is expensive and most pilots do not read the local papers.

Drees Homes

A. Montgomery has spoken with John Talbot of Drees Homes and he has assured her that the salesperson is well briefed on covenants, etc. Every contract includes the addendum. They have not been given the final "question and answer" sheet that Howard is reviewing.

Airport Logo

A. Montgomery stated the airport logo has been incorporated into Montgomery Aviation brochures. Willow Marketing will begin incorporating it and Tailored Tactics has it. At the moment we don't have letterhead and envelopes because the money was not available. Next year she will have the money and will get a limited amount of stationary with the logo. Montgomery Aviation designed a 50<sup>th</sup> Anniversary logo which will be incorporated into their documents.

Localizer Antennas

D. Montgomery stated the localizer antennas are working great. They had another FAA flight check and all is fine.

Rotating Beacon

D. Montgomery stated the rotating beacon went out again. The ring gear assembly had to be replaced.

Fuel Farm

D. Montgomery stated the Jet A Fuel Farm phase relay went out this week. The wiring had to be repaired.

Snow Blower

D. Montgomery stated he has purchased a new snow blower for the big tractor. All snow removal equipment is ready for the winter.

100 Octane Pump

D. Montgomery stated the 100 Octane pump is leaking. Repairs will be made Friday. He is not using it.

TSA

D. Montgomery stated the TSA did a security check on the airport and said we were doing a fine job. They are strict on flight training.

Small Capital Expenditures

Kapostasy asked D. Montgomery to make an itemized list of small capital spending maintenance repairs which could be presented to the Board in January. We would like to create a reserve in the 2007 TIF funding to handle those expenditures. Montgomery stated yes, with Woolpert's help. The fuel farm will be a chronic problem. Howard stated

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

there is escrowed money from the purchase price for environmental clean-up. We may want to be a little more aggressive on the environmental clean-up because if the fuel farm needs to be removed as part of the RPZ project and if we are having problems with it anyway we should get our arms around it as soon as possible. Howard asked how big is the tank? D. Montgomery stated it was just inspected this summer and we are good for five years. D. Montgomery stated it is the pumps that are junk. Kapostasy stated his focus is not just on the fuel farm, it is on the whole list that we have discussed.

**Woolpert Engineering Report**

Antenna Tower (Proposed)

Chris Snyder stated Dan (Montgomery) has sent them a proposed Antenna Tower by Horvath (near US 421). They have not had a chance to study it in detail. They will report back once they have looked at it.

AIP-12

Snyder stated the estimated grant funds remaining, including the 15% amendment (Gradex Change Order #2 and Wetland Construction) are estimated at \$10,401.00.

Airport Master Drainage Study

Woolpert has met with Christopher Burke regarding the master drainage study. Burke's response to the plan was positive.

RSA Construction

Gradex has been on site weekly to find a good time to do the remaining work. We are waiting for the ground to freeze so Rip Rap can be placed by the ditch and terminal with the seeding to be done in the Spring. Erosion is occurring on the banks and we have received a quote of \$4,760 for erosion control measures. If necessary Woolpert will present a change order at the next meeting.

Parallel Taxiway Design

Snyder stated the current permit is on the Glideslope relocation in regards to the 7460/FCC work that needs to be done. We have received word from the FAA that they want to see survey data for the Glideslope. We have been asking the FAA for funding and they have said they can not do it at this time. The FAA will have to write a new approach to relocate the Glideslope. They will not write that approach until they receive the airport survey data. Snyder requested approval of an amendment to the existing consultant contract for the required Survey Monumentation at a cost of \$5,500 to be paid from AIP-12. Snyder stated the other option is to wait until we see what the total aspects of the project are under AIP-13. Silvey asked if the erosion control is to do something to the top of the bank so it will not erode again, not correct erosion that has occurred while they are waiting to do their work? Snyder stated yes, it is going to protect future erosion. Silvey motioned to approve the engineering agreement to be amended and the change order prepared accordingly for the \$5,500 and \$4,760. Moran seconded. Motion carried unanimously.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

Snyder stated AIP-12 is not closed out so we can only approve the payment of local funds until reimbursement can be obtained next year. Snyder requested approval of the following pay requests:

- Woolpert - \$9,500 RSA Construction Services
- Gradex - \$69,479.40 RSA Construction Retainage for work completed to date.
- JF New - \$7,113 Taxiway Design Services for Wetland work.

Howard asked Snyder if Gradex is substantially complete? Snyder stated they are substantially complete on the work that was originally part of the contract documents. Howard asked if there is a punch list? Snyder stated there are two punch list items, one is to place the Rip Rap in the ditch and seeding work. Howard asked if we are retaining at least 200% of the anticipated costs of those? Snyder stated he can not answer that at this time but he will look into it. Howard stated we are entitled to hold 5% of the contract or 10% of the punch list is eliminated and once the punch list is down to a small amount we can retain 200%. He is always reluctant to release too much retainage. Snyder stated we have been asking Gradex to do this work for the past two months and they have indicated they have been on site and they can't get it done yet. Snyder stated he would like to see the work done. Silvey motioned to release up to \$69,479 with whatever amount of the retainage held to at least 200% of the punch list items. Silvey also included in his motion to pay the \$9,500 to Woolpert and \$7,113 to JF New. Moran seconded. Motion carried unanimously.

AIP-13

Snyder presented an update of the Parallel Taxiway Construction:

- The majority of the work is complete in Division A. (Poindexter). They are going to seed at this point in time. Woolpert has expressed their concern and Poindexter is going to over seed their mix and they will come back in the Spring or Summer to touch it up if needed. We are currently discussing the number of days and calendar days.
- Division B (Shelly & Sands) – Asphalt base was laid. Because of time they were forced into a weekend and nighttime paving condition, the results came out very well but we had to pay a premium to do that.
- Division C (Michiana) – only Division A work items have been completed. The Glideslope relocation timing has been discussed with Michiana. They have been authorized to proceed with any other work at this point in time. If we can proceed with the new survey data it will be submitted to the FAA and to receive a commissioning date of the new approach by Fall of 2007. We have discussed Michiana holding their prices and they are getting back to Woolpert.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

Summary of Costs

- Current project difference with Change Order #1 - \$46,650.18
- Estimated Future Change Orders:
  - -\$27,761.94 Division "A" : Lime, Aggregate, Underdrain and Liquidated damages.
  - +\$8,700 Division "B" 2007 Asphalt/Labor
  - +\$14,810 Division "B" Base PWL (work done)
  - +16,784 Division "B" Surface PWL (estimated)
  - -\$9,500 Division "C" Handhole removal
  - +\$10,000 Division "C" 2007 Price-Mob Increases for Glideslope/Runway Work
  - +2,000 Division "C" Cable/Duct Extension
- Current Estimated Grant Impact -\$2,500 (No PWL, Percentage Within Limits, and included the change orders listed below). This puts us at the grant amount with only about half of the grant completed. This is assuming no PWL's are included. If PWL's are included we will exceed the grant amount by 30% at this point in time. The FAA will pay for good PWL's. Woolpert will monitor the project closely.
- Snyder presented options for the 405 Survey:
  - #1: \$48,000 – Field Survey, UD Data Format and Chart with delivery to the FAA in January.
  - #2 - \$42,000 – Aerial Survey, UD Data Format and Chart with delivery to the FAA in June/July.

Snyder recommended Option #1 so bids will not have to be held any longer than necessary. They have spoken with the FAA and they are willing to work with us to get the commissioning date as soon as possible after submittal. The FAA will reimburse for the 405 Survey and it will be included in the grant amount. This is where all the money currently saved at this point in time will be used to move the Glideslope. Silvey motioned to approve Option #1 to amend the contract with Woolpert in the amount of \$48,000 to do the 405 Survey premised on FAA funding. Moran seconded. Motion carried unanimously.

- Change Order #1: Division "B" (Shelly & Sands) - +\$11,715.97 for Sunday/nighttime paving. The contract states Monday-Friday paving. Poindexter was having a hard time getting the stone base down and they worked nights (without compensation) to get it done. Due to the weather and timing issues Silvey approved the change order so the paving would be completed. Snyder stated the FAA reviews all change orders and Woolpert is confident they will take this based on the conditions and that we are working on liquated damages. Moran asked if this is the last change order for the taxiway? Snyder stated it is the last change order for today. At the next meeting there will be a change order for Poindexter. Silvey motioned to ratify the approval of the change order. Moran seconded. Motion carried unanimously.

Moran asked how the taxiway will be painted? Snyder stated the taxiway will have a center line stripping about 6" wide. It will be aviation yellow with spaced reflection markers. The paint will be reflective paint.



HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

Silvey stated one of the things that has been discussed is that this Board wants to be fair with all of its contractors and fairness is a two-way street and we would be having discussions with Poindexter on liquated damages.

FAA/INDOT Pay Request #3

- Division "A" Poindexter - \$357,456.11
- Division "B" Shelly & Sands - \$257,249.29
- Woolpert - \$52,466.25

Silvey asked how much is left in the Poindexter contract? Snyder stated about 40% after this invoice is paid. Silvey motioned to approve Pay Request #3 for invoices from Poindexter, Shelly and Sands and Woolpert, subject to funding. Moran seconded. Motion carried unanimously.

Local Projects

Airport Master Plan

- Photogrammerty is complete. Areofinity is working on the aviation forecasts. Snyder requested approval of the Woolpert invoice in the amount of \$18,572.80. Silvey motioned to approve. Moran seconded. Motion carried unanimously.

As Needed Services

- A new contract will be presented in January.

Tee Hangar Taxiway & RCO

- Hunt has regarded the ditch and apron repairs are completed. A final punchlist has been provided to Dan Montgomery and the Board.
- Woolpert and the owner will have to inspect 2 cracks over the warranty period. Woolpert believes both odd shaped panels are reinforced with a wire fabric to keep the crack tight (non-hangar related).
- Underdrain installation in ditch to be done this week or next week
- Snyder requested approval of Hunt invoices - \$19,826.93 (remaining ditch and punchlist work) and \$34,852.50 (retainage). Silvey motioned to approve. Moran seconded. Motion carried unanimously.

**Legal Counsel Report**

Mike Howard stated the Hamilton County Council has approved the Resolution establishing the Hamilton County Airport Authority. This will become effective the 2<sup>nd</sup> half of the January 11, 2007 meeting.

**Claim Payments**

Howard recommended that a motion be made that all invoices approved tonight are subject to funding. Silvey amended all of his motions made this evening that payment is based on available funding. Moran seconded. Motion carried unanimously.

The Board thanked Tom Kapostasy for his work over the past two years as President of the Board and presented him with a plaque.

HAMILTON COUNTY BOARD OF AVIATION COMMISSIONERS  
DECEMBER 7, 2006

Kapostasy adjourned the meeting. [8:02:30]

**Present**

Tom Kapostasy, President  
Don Silvey, Vice President  
Ted Moran, Commissioner  
Michael A. Howard, Attorney  
Kim Rauch, Secretary  
Chris Snyder, Woolpert  
Dan Montgomery, Montgomery Aviation  
Andrea Montgomery, Montgomery Aviation  
Carl Winkler, Montgomery Aviation  
Warren White, Willow Marketing  
Brad Gillum, Willow Marketing

**APPROVED**

\_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Kim Rauch, Secretary

Date: \_\_\_\_\_